

|                                                                                    |          |          |                                                                                    |               |
|------------------------------------------------------------------------------------|----------|----------|------------------------------------------------------------------------------------|---------------|
| Student Name:                                                                      |          |          |                                                                                    | 10 / 11 / 12  |
| Which Parent/Carer does the student reside with?<br><small>(Please circle)</small> | Parent 1 | Parent 2 | Both                                                                               | 50/50 Custody |
| Parent/Carer 1:                                                                    | Name     |          | Phone Number                                                                       |               |
| Address:                                                                           |          |          |                                                                                    |               |
| Parent/Carer 2:                                                                    | Name     |          | Phone Number                                                                       |               |
| Address: <small>(state "as above" if the same as Parent 1)</small>                 |          |          |                                                                                    |               |
| Are there any current LEGAL ORDERS? <small>(Please circle)</small>                 | YES      |          | NO                                                                                 |               |
| CONFIRM <u>mobile #</u> to receive SMS notifications:                              |          |          |                                                                                    |               |
| I verify that all details stated above are true and correct.                       |          |          |  | Date:         |
| Parent/Carer Signature:                                                            |          |          |                                                                                    |               |

## IMPORTANT: You are required to provide photocopies of ALL documents

Please provide the following documents:

- ☐ Childs Birth Certificate (original must be sighted)
- ☐ Last semester school reports
- ☐ All reports and documentation for **Student Support** (if you have ticked any item on the Student Support Form).

You may be requested to provide:

- ☐ Australian Citizenship Certificate (childs)
- ☐ Passport / Visa
- ☐ Legal Orders
- ☐ Medical Documentation (Asthma/Anaphylaxis/Epilepsy etc)

**All enrolment applications MUST be completed fully and include all documentation.**

### OFFICE USE ONLY

|                                                                                                                                                                                                                                                                                                                                      |        |          |              |        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|--------------|--------|
| Interview Date & Time:                                                                                                                                                                                                                                                                                                               |        |          | Interviewer: |        |
| SPORTS HOUSE: <small>(Please circle)</small>                                                                                                                                                                                                                                                                                         | Garnet | Sapphire | Topaz        | Zircon |
| Notes:                                                                                                                                                                                                                                                                                                                               |        |          |              |        |
| <b>ESHS Staff CONFIRMATION</b><br>I have outlined the school expectations to parent/carers and student in an interview and they have agreed to abide by them.                                                                                                                                                                        |        |          |              |        |
| <input type="checkbox"/> I have: Sighted Birth Certificate (DOB/Name is correct on Enrolment paperwork)<br><input type="checkbox"/> Check additional documentation<br><input type="checkbox"/> Medical Verification / Learning Support / Disability has been provided. Parent to be advised this MUST be brought to the office ASAP. |        |          |              |        |
| Name:                                                                                                                                                                                                                                                                                                                                |        |          | Position:    |        |
| Signed:                                                                                                                                                                                                                                                                                                                              |        |          | Date:        |        |

| ADMIN USE ONLY           |                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SRS                      | <input type="checkbox"/> 100% SRS/SIGNED emailed (not post)<br><input type="checkbox"/> If student has sibling/s make sure the same parent has signed all the SRS documentation.                                                                                                                                                                                                      |
| Permissions              | <input type="checkbox"/> Permissions entered                                                                                                                                                                                                                                                                                                                                          |
| 50/50 Custody            | <input type="checkbox"/> 50/50 second copy of report card (added to permissions)<br><input type="checkbox"/> Add 2 <sup>nd</sup> parent to ID Attend (tick manually maintained)<br><input type="checkbox"/> Make notes in emergency contacts (e.g 50/50 custody. Correspondence to go to both parents)<br><input type="checkbox"/> Record contact with parent to verify 50/50 custody |
| Medical/Disability       | <input type="checkbox"/> Check medical on OneSchool versus paperwork<br><input type="checkbox"/> Any diagnosis/psychologist etc paperwork send through to HOSES                                                                                                                                                                                                                       |
| VISA                     | <input type="checkbox"/> VISA/Passport/Birth Cert & parent VISA paperwork                                                                                                                                                                                                                                                                                                             |
| Legal Orders             | <input type="checkbox"/> Legal Orders/DV/Family Court Orders<br><input type="checkbox"/> Current and in date. (Comment "Held on file at ESHS" do not enter details)                                                                                                                                                                                                                   |
| Adding Additional Parent | <input type="checkbox"/> Make sure all information fields have been selected. If no information provided selected "not stated/unknown"                                                                                                                                                                                                                                                |

| DEPUTY PRINCIPAL USE ONLY - Risk assessment for determining self-administration of medication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <ul style="list-style-type: none"> <li>This process may be used to assist the principal/delegate in assessing the risks associated with approving a student to carry and administer their own medication.</li> <li>All staff are required to manage risks as part of day-to-day activities and principals/delegates are to note that the department has the lowest appetite for risks associated with the safety of children and students (refer to the <a href="#">Enterprise Risk Management Framework</a>).</li> <li><b>NOTE:</b> Students cannot be approved to self-administer controlled drugs.</li> <li>Parents/carers of secondary school students with asthma may determine if their child can self-administer their medication without principal/delegate approval. However, this checklist may be used with parents/carers if they would like assistance in making this determination.</li> <li>In determining whether a student can self-administer medication, the principal/delegate should (at a minimum) consider the factors in the table below, in consultation with parents/carers, the student and the student's health team.</li> <li>If a response to the factors below is "No", advise the parent/carer and student that self-administration will not be approved.</li> </ul> |        |
| FACTORS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes/No |
| The student can:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| <ul style="list-style-type: none"> <li>follow a timetable for administering medication (where it is required routinely at set times)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| <ul style="list-style-type: none"> <li>recognise signs and symptoms that indicate they need to administer their medication (when it is required 'as-needed')</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| <ul style="list-style-type: none"> <li>confidently, competently and safely administer their own medication following all instructions (e.g., on pharmacy label, in health plans)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
| <ul style="list-style-type: none"> <li>follow infection control guidelines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <ul style="list-style-type: none"> <li>demonstrate safe storage of medication as medication may be potentially harmful to other students</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| <ul style="list-style-type: none"> <li>demonstrate appropriate storage of medication e.g., when medication is required to be kept at a certain temperature</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <ul style="list-style-type: none"> <li>safely dispose of sharps, equipment or other medication consumables (where relevant)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| <ul style="list-style-type: none"> <li>ensure their medication is in-date</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| <ul style="list-style-type: none"> <li>Other students who are in the proximity of a student self-administering can behave appropriately to maintain a safe and respectful environment for the student self-administering medication</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |

|                                                                          |   |   |
|--------------------------------------------------------------------------|---|---|
| Have the following forms been provided to the parent?                    |   |   |
| FORM A – Consent to administer medication                                | Y | N |
| FORM B – Medication order to administer 'as-needed' medication at school | Y | N |
| Has the parent provided an action plan?                                  | Y | Y |

| DP APPROVED SELF-ADMINISTRATION | YES | NO |
|---------------------------------|-----|----|
| DP NAME:                        |     |    |
| DP SIGNATURE:                   |     |    |
| DATE:                           |     |    |
| NOTES:                          |     |    |
|                                 |     |    |
|                                 |     |    |

## 2026 Student Resource Scheme (SRS) Parent Information Letter

In 2026, Emerald State High School will operate a Student Resource Scheme (SRS) for students from Years 7- 12. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, a parent/guardian is directly responsible for providing the student with textbooks, consumable items and other resources for a student's use while attending school.

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources, Emerald State High School provides all resources necessary for students to complete their chosen course (e.g. textbooks, software access and resources for practical subjects - excluding those listed on the Stationery Lists).

Families unable to make payment (in full) will need to contact our office on 4988 2222 to negotiate a payment plan or Centrepay deductions (see over).

The scheme's operation, resource inclusions and participation fees will be approved by the school's P&C Association in August each year (pre-approval).

**Please be reminded of the conditions of the scheme, which include:**

- Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
- If a parent/carer who has joined the scheme has not fully paid fees or has not made regular payments to their payment plan (as negotiated with the school) – payment for extra-curricular activities may not be accepted. These can include any school activity or purchase that is not curriculum related (e.g. school excursions, sport trials/trips (including Sports Program), formal or senior jerseys).

A breakdown of the SRS (Curriculum Resourcing) is as follows:

| INCOME                                                                                  | Year 7 & 8    | Year 9 & 10   | Year 11 & 12  |
|-----------------------------------------------------------------------------------------|---------------|---------------|---------------|
| <b>SRS (Curriculum Resourcing) Participation Fee</b>                                    | <b>\$355</b>  | <b>\$320</b>  | <b>\$487</b>  |
| <b>LESS (if eligible**)</b> Textbook & Resource Allowance (TRA) paid to school by govt. | <b>-\$155</b> | <b>-\$155</b> | <b>-\$337</b> |
| <b>TOTAL PAYABLE</b>                                                                    | <b>\$200</b>  | <b>\$165</b>  | <b>\$150</b>  |

Please note: The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association in August 2025. \*\*If a student is not eligible for the Textbook and Resource Allowance (e.g., overseas/adult student, non-permanent resident or transferring from another QLD school, or enrolling after first Friday in August) – they must pay total expenditure cost (as above) plus any elective fees. Information on the TRA can be found on the department's website <https://ppr.qed.qld.gov.au/attachment/textbook-and-resource-allowance-tra-procedure.pdf>

### ELECTIVE SUBJECT FEES (Year 10 – 12)

Elective subjects that use consumable items attract a fee to cover the cost of those resources. The cost of these subject fees is to be added to the above mentioned SRS fee when the student selects a subject that attracts a fee.

You will find a list of elective subjects that attract a fee, and a calculator to assist you with working out the total amount of subject fees your student will owe, attached to the 'Student Resource Scheme Participation Agreement Form'.

The **SRS Participation Agreement Form** and the **Elective Subject Fee Calculator** need to be completed, signed and returned to the School.

### INSTRUMENTAL MUSIC (Year 7 – 12)

After the Instrumental Music Teacher confirms acceptance into the program, and students hiring an instrument have signed a Loan Agreement Form, students will be invoiced for the Instrumental Music Program fee and any instrumental hire fees.

P: (07) 4988 2222 | F: (07) 4988 2200

PO Box 419 Emerald QLD 4720 | Old Airport Dr, Emerald QLD 4720

E: [office@emeraldshs.eq.edu.au](mailto:office@emeraldshs.eq.edu.au) | W: [www.emeraldshs.eq.edu.au](http://www.emeraldshs.eq.edu.au)

## PAYMENT OPTIONS, PAYMENT ADVICE AND CENTREPAY INFORMATION

**\*\*Please NOTE: If a parent/carer who has joined the scheme has not fully paid fees, or has not made regular payments as per payment plan (negotiated with the school) – payments will not be accepted for, and students will not be able to participate in non-curricular activities such as school excursions, sport trials/trips (including Sports Program), formal or senior jerseys).**

### ➤ BPOINT

BPOINT is Emerald SHS's preferred payment method for invoices. It is an automated payment system which provides a secure and efficient online method of payment for parents. BPOINT allows payments to be made against an invoice number – and can be accessed via one of the following options:

#### Online PAYMENTS – BPOINT web link

The BPOINT web link – <https://www.bpoint.com.au/payments/dete> - can be used by parents to make payments from their computer, smart phone, tablet etc.

- Weblink payment window found at the bottom of student/customer invoices and debtor statements
- An invoice number and Customer Reference Number (CRN) are required to make a payment. The CRN can be found on the invoice.
- The payment will not process if an incorrect CRN is used.
- The school can assist you with invoice & CRN numbers if you do not have a copy.

#### Telephone payments – BPOINT IVR (Interactive Voice Response)

Parents can make payments via telephone – using the BPOINT IVR number – **1300 631 073**

**\*\*NB Telephone payments can only be made this way – the school can no longer take credit card details over the phone.**

#### Payment Plans – BPOINT eDDR (Electronic Direct Debit Registration)

Parents can now set up payment plans using the BPOINT Electronic Direct Debit Registration (eDDR) process.

**Please contact our office on 4988 2222 to negotiate a payment plan – a deposit will be required.**

### ➤ PAYMENT BY INTERNET BANKING

#### Direct Payment into the School Bank Account

|               |                                                                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Account Name: | Emerald State High School                                                                                                             |
| Bank:         | CBA                                                                                                                                   |
| BSB:          | 064-704                                                                                                                               |
| Account #:    | 00090129                                                                                                                              |
| REFERENCE:    | Please use your student's surname, first name and short reference to item being paid (E.g., SMITH Macey 2024 SRS (or Yr. 7 Camp etc). |

### ➤ PAYMENT IN PERSON

#### Payment by EFTPOS, Credit Card, Debit Card (cheque or savings account), Cash, Cheque

Finance hours for payment in person are Monday – Friday (8am – 3pm). Finance Window closes at 3pm.

### ➤ PAYMENT BY MAIL

Cheques & Money Order

Please make cheques and money orders out to: Emerald State High School

Post to: PO BOX 419  
EMERALD QLD 4720

### ➤ PAYMENT VIA CENTREPAY (Please contact our office on 4988 2222 to arrange)

Centrepay – This is a free service for Centrelink customers to arrange to have regular deductions made from their Centrelink payments. You can start or change a deduction at any time. Please contact our office to arrange to have payments made to the school directly from your fortnightly Centrelink payments for SRS fees, excursions and sporting costs. **Please Note: if payments are for excursions or sporting costs, enough credit must be held at the time of the excursion/event.**

### ➤ OTHER PAYMENT METHODS

#### To be negotiated with the school

Families experiencing financial difficulty can contact the school on 4988 2222 if financial hardship exists so that special arrangement can be made to meet your financial needs. All discussions will be held in the strictest confidence.

## 2026 SRS Fee Payment Arrangement Form

All Student Resource Scheme fees must be up to date, before money will be accepted for non-curriculum elective activities (e.g. camps, excursions & other trips, dance/band/choir costumes, senior formal, senior jerseys etc.)

Please select one of the payment options below: *All payment plans are subject to approval. If Payment Plan terms and conditions are not adhered to the payment plan will be cancelled and payment will be due in FULL.*

| *Please use the SRS School Fees Calculator to determine your students Fees (overleaf) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Payment Options | Select                   |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| Option 1:                                                                             | <b>SRS &amp; Elective Fees (including Instrumental)</b><br>Please complete SRS Participation Agreement Form                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PAID IN FULL    | <input type="checkbox"/> |
| Option 2:                                                                             | <b>SRS &amp; Elective Fees (including Instrumental)</b><br>Please complete SRS Participation Agreement Form<br><i>(Payment Plan Agreement Form available from the office)</i><br><input type="checkbox"/> <b>BPOINT</b> (BPoint details are at the bottom of the invoice)<br><input type="checkbox"/> <b>ESHS Counter</b> (Cash/EFTPOS/Cheque)<br><input type="checkbox"/> <b>Centrepay Deductions</b><br><input type="checkbox"/> <b>Direct Deposit</b> BSB:                    064-704<br>Account:                00090129<br>Reference:            Students Name | PAYMENT PLAN    | <input type="checkbox"/> |

Parents are reminded to complete and return the SRS Participation Agreement Form when joining the scheme for the first time or opting in/out during the student's enrolment. **Please note if you choose to opt out of the SRS, you are still required to complete and return the Participation Agreement Form.**



# 2026 SRS Fee Payment Arrangement Form

## SRS SCHOOL FEES CALCULATOR

Elective subjects that use consumable items attract a fee to cover the cost of these resources.

The cost of these subject fees is to be added to the SRS Fee when a student selects one of the elective subjects below.

Write the amount of each 'ticked' subject into the amount column

| YEAR                                         | ELECTIVE SUBJECTS                               | <input checked="" type="checkbox"/> FEE | AMOUNT |
|----------------------------------------------|-------------------------------------------------|-----------------------------------------|--------|
| SRS                                          | Year 7 & 8                                      | <input type="checkbox"/> \$200          |        |
|                                              | Year 9 & 10                                     | <input type="checkbox"/> \$165          |        |
|                                              | Year 11 & 12                                    | <input type="checkbox"/> \$150          |        |
| INST. MUSIC<br>All Year Levels               | Instrumental Music Program                      | <input type="checkbox"/> \$50           |        |
|                                              | Instrumental Music Hire                         | <input type="checkbox"/> \$50           |        |
| YEAR 7, 8 & 9                                | No Elective Subjects                            | <input type="checkbox"/> \$0            |        |
| YEAR 10                                      | Food Specialisations                            | <input type="checkbox"/> \$150          |        |
|                                              | Introduction of Health                          | <input type="checkbox"/> \$100          |        |
|                                              | Materials and Technologies Specialisations      | <input type="checkbox"/> \$60           |        |
|                                              | Textiles                                        | <input type="checkbox"/> \$60           |        |
|                                              | Visual Arts                                     | <input type="checkbox"/> \$60           |        |
|                                              | Cert I Hospitality                              | <input type="checkbox"/> \$200          |        |
| YEAR 11 /12<br>(per year – unless specified) | Biology (+ curriculum-based camp approx. \$400) | <input type="checkbox"/> \$30           |        |
|                                              | Chemistry                                       | <input type="checkbox"/> \$30           |        |
|                                              | Engineering Skills                              | <input type="checkbox"/> \$90           |        |
|                                              | Fashion                                         | <input type="checkbox"/> \$100          |        |
|                                              | Food & Nutrition                                | <input type="checkbox"/> \$180          |        |
|                                              | Furnishing Skills                               | <input type="checkbox"/> \$90           |        |
|                                              | Sport & Recreation Year 11                      | <input type="checkbox"/> \$40           |        |
|                                              | Sport & Recreation Year 12                      | <input type="checkbox"/> \$70           |        |
|                                              | Visual Art/Visual Arts in Practice              | <input type="checkbox"/> \$50           |        |
|                                              | Cert II Hospitality                             | <input type="checkbox"/> \$200          |        |

Add up all selected fees to obtain the total amount owing. These fees are eligible to be added onto a payment plan.

TOTAL AMOUNT OWING: \$

## EXTERNAL PROVIDER RUN VET COURSES

Any fee attached to a VET course **MUST BE PAID UP FRONT**. It is ineligible to be added onto a payment plan.

Pricing is according to current RTO providers but are subject to change pending VETIS changes in 2026.

For more information on VET courses/VETIS Funding please contact the office on (07) 4988 2280 or email [pathways@emeraldshs.eq.edu.au](mailto:pathways@emeraldshs.eq.edu.au)

| YEAR                                                    | VET SUBJECT                                                                                                                     | Duration  | FEE (using VETIS)               | FEE (NON-VETIS)                 | PAYMENT                   |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|---------------------------------|---------------------------|
| YEAR 11<br>(*Course/s may not run depending on numbers) | Cert III Fitness & Cert II in Sport & Recreation (external provider)                                                            | 24 months | <input type="checkbox"/> \$100  | <input type="checkbox"/> \$495  | Invoiced by School        |
|                                                         | Cert III Business (cannot use VETIS funding)                                                                                    |           | <input type="checkbox"/> \$395  | <input type="checkbox"/> \$395  |                           |
|                                                         | Cert II Automotive Vocational Preparation                                                                                       | 12 months | <input type="checkbox"/> \$0    | <input type="checkbox"/> \$4032 | Paid directly to provider |
|                                                         | Cert IV Justice Studies (cannot use VETIS funding)                                                                              | 12 months | <input type="checkbox"/> \$1950 | <input type="checkbox"/> \$1950 | Paid directly to provider |
| Year 10/11/12                                           | Cert III Aviation (\$400 GAP payment to obtain Remote Pilot License & Aeronautical Radio License. This fee is due Term 4, 2026) | 12 months | <input type="checkbox"/> \$0    | <input type="checkbox"/> \$3800 | Paid directly to provider |
|                                                         | Cert II Salon Assistant                                                                                                         | 12 months | <input type="checkbox"/> \$0    | <input type="checkbox"/> \$2900 | Paid directly to provider |
|                                                         | Cert II in Health Support & Cert III Health Administration                                                                      | 12 months | <input type="checkbox"/> \$0    | <input type="checkbox"/> \$2198 | Paid directly to provider |

Sports Program

\$TBA Shirt  
+ \$TBA sport excursion & travel costs (depending on selected sport)

# Student Resource Scheme - Participation Agreement Form

## The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

## Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

## Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

|                  |  |
|------------------|--|
| School Name      |  |
| Form Return Date |  |
| Student Name     |  |
| Year Level       |  |
| Parent Name      |  |
| Parent Signature |  |
| Date             |  |

## Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

## Terms and Conditions

### Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

### Purpose of the SRS

2. In accordance with the *Act*, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

### Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

### Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

### The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
  - retained by the student and used at their discretion; or
  - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

### Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

### Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

### Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

## Additional Information

### Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.

## Parent/Carer to Complete Student Support Details

| <b>STUDENT SUPPORT DETAILS</b> (complete as appropriate and provide details/reports with application)                                                                                                                                 |                            |                            |                                                                   |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|-------------------------------------------------------------------|----------------------------|
| <i>Has the student been identified with any of the following?</i>                                                                                                                                                                     | <b>Diagnosed/Paperwork</b> |                            | <b>Receiving Adjustments at previous school (evidence -plans)</b> |                            |
| <input type="checkbox"/> Deaf/Hard of hearing                                                                                                                                                                                         | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Speech Language Impairment/Developmental Language Disorder                                                                                                                                                   | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Physical Impairment                                                                                                                                                                                          | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Autism                                                                                                                                                                                                       | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Dyslexia                                                                                                                                                                                                     | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder                                                                                                                                          | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Intellectual Disability                                                                                                                                                                                      | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Vision Impairment                                                                                                                                                                                            | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <input type="checkbox"/> Other                                                                                                                                                                                                        | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Does the student have any <b>medical conditions (Asthma, Anaphylaxis/Diabetes/Epilepsy etc)? If yes, please provide copies of Action Plans (NOTE: additional forms to be completed – DP to discuss in enrolment interview)</b></i> |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
|                                                                                                                                                                                                                                       |                            |                            |                                                                   |                            |
| <i>Has the student received support from a <b>Special Education Program?</b></i>                                                                                                                                                      |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Has the student received <b>speech language/occupational therapy/physical therapy</b> support in the past? <b>If yes, please provide copies of reports etc.</b></i>                                                                |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Does the student have <b>English as a second language?</b></i>                                                                                                                                                                     |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Does the student/s parent(s)/carer(s) speak another language at home?</i>                                                                                                                                                          |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Has the student engaged with a school <b>Guidance Officer?</b></i>                                                                                                                                                                 |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Has the student ever attended an agency to address behavioural/emotional difficulties?</i>                                                                                                                                         |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Is the student in the care of <b>Department of Child Safety? If yes, please provide copies of orders etc.</b></i>                                                                                                                  |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Are there any court orders or legal matters relating to the student? <b>If yes, please provide copies of orders etc.</b></i>                                                                                                       |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Details</i>                                                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Does your student want to continue with students from their current school?</i>                                                                                                                                                    |                            |                            | <input type="checkbox"/> Y                                        | <input type="checkbox"/> N |
| <i>Name of students to <b>remain</b> with:</i>                                                                                                                                                                                        |                            |                            |                                                                   |                            |
| <i>Name of students to <b>not be</b> with:</i>                                                                                                                                                                                        |                            |                            |                                                                   |                            |

## Application for student enrolment form

### INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

|                                                                             |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
|-----------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Legal family name*<br>(as per birth certificate)                            |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Legal given names*<br>(as per birth certificate)                            |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| Preferred family name                                                       |                                                               | Preferred given names                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| Gender*                                                                     | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of birth*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ____/____/____ |
| Copy of birth certificate available to show school staff*                   | <input type="checkbox"/> Yes <input type="checkbox"/> No      | Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.<br>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.<br>For international students approved for enrolment by EQI, a passport or visa will be acceptable. |                |
| For prospective mature age students, proof of identity supplied and copied* | <input type="checkbox"/> Yes <input type="checkbox"/> No      | Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>current driver's licence; or</li> <li>adult proof of age card; or</li> <li>current passport.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |

| APPLICATION DETAILS                                                                                     |                                                          |                                                                                       |               |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------|---------------|
| Has the prospective student ever attended a Queensland state school?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide name of school and approximate date of enrolment.                     |               |
| What year level is the prospective student seeking to enrol in?                                         |                                                          | Please provide the appropriate year level.                                            |               |
| Proposed start date                                                                                     | ____/____/____                                           | Please provide the proposed starting date for the prospective student at this school. |               |
| Does the prospective student have a sibling attending this school or any other Queensland state school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide name of sibling, year level, date of birth, and school                | Name:         |
|                                                                                                         |                                                          |                                                                                       | Year Level    |
|                                                                                                         |                                                          |                                                                                       | Date of birth |
|                                                                                                         |                                                          |                                                                                       | School        |

| INDIGENOUS STATUS                                                          |                                                                                                                                                                                     |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the prospective student of Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander |

| FAMILY DETAILS                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parents/carers                                                                                                                                             | Parent/carer 1                                                                                                                                                                                                                                                                                                                                                    | Parent/carer 2                                                                                                                                                                                                                                                                                                                                                    |
| Family name*                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Given names*                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Title                                                                                                                                                      | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr                                                                                                                                                                                                                    | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr                                                                                                                                                                                                                    |
| Gender                                                                                                                                                     | <input type="checkbox"/> Male <input type="checkbox"/> Female                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> Male <input type="checkbox"/> Female                                                                                                                                                                                                                                                                                                     |
| Relationship to prospective student*                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Is the parent/carer an emergency contact?*                                                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          |
| 1 <sup>st</sup> Phone contact number*                                                                                                                      | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  |
| 2 <sup>nd</sup> Phone contact number*                                                                                                                      | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  |
| 3 <sup>rd</sup> Phone contact number*                                                                                                                      | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  | Work/home/mobile                                                                                                                                                                                                                                                                                                                                                  |
| Email                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Occupation                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| What is the occupation group of the parent/carer?                                                                                                          | <input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8') | <input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8') |
| Employer name                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Country of birth                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                   |
| Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify _____<br>Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                            | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify _____<br>Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                            |
| Is the parent/carer an Australian citizen?                                                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          |
| Is the parent/carer a permanent resident of Australia?                                                                                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                          |

| FAMILY DETAILS (continued)                                                            |                                                                                                                                                              |          |                                                                                                                                                              |          |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Parents/carers                                                                        | Parent/carer 1                                                                                                                                               |          | Parent/carer 2                                                                                                                                               |          |
| Address line 1                                                                        |                                                                                                                                                              |          |                                                                                                                                                              |          |
| Address line 2                                                                        |                                                                                                                                                              |          |                                                                                                                                                              |          |
| Suburb/town                                                                           |                                                                                                                                                              |          |                                                                                                                                                              |          |
| State                                                                                 |                                                                                                                                                              | Postcode |                                                                                                                                                              | Postcode |
| Mailing address (if it is the same as principal place of residence, write 'AS ABOVE') |                                                                                                                                                              |          |                                                                                                                                                              |          |
| Address line 1                                                                        |                                                                                                                                                              |          |                                                                                                                                                              |          |
| Address line 2                                                                        |                                                                                                                                                              |          |                                                                                                                                                              |          |
| Suburb/town                                                                           |                                                                                                                                                              |          |                                                                                                                                                              |          |
| State                                                                                 |                                                                                                                                                              | Postcode |                                                                                                                                                              | Postcode |
| Parent/carer school education                                                         | What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below') |          | What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below') |          |
| Year 9 or equivalent or below                                                         | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Year 10 or equivalent                                                                 | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Year 11 or equivalent                                                                 | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Year 12 or equivalent                                                                 | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Parent/carer non-school education                                                     | What is the level of the <i>highest</i> qualification parent/carer 1 has completed?                                                                          |          | What is the level of the <i>highest</i> qualification parent/carer 2 has completed?                                                                          |          |
| Certificate I to IV (including trade certificate)                                     | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Advanced Diploma/Diploma                                                              | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| Bachelor degree or above                                                              | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |
| No non-school qualification                                                           | <input type="checkbox"/>                                                                                                                                     |          | <input type="checkbox"/>                                                                                                                                     |          |

| COUNTRY OF BIRTH*                                  |                                                                                                                                                    |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| In which country was the prospective student born? | <input type="checkbox"/> Australia<br><input type="checkbox"/> Other (please specify country) _____<br>Date of arrival in Australia ____/____/____ |
| Is the prospective student an Australian citizen?  | <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)         |

| PROSPECTIVE STUDENT LANGUAGE DETAILS                                      |                                                                                                         |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Does the prospective student speak a language other than English at home? | <input type="checkbox"/> No, English only<br><input type="checkbox"/> Yes, other – please specify _____ |

| EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)* |                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Permanent resident                                                                         | Complete passport and visa details section below                                                                                       |
| <input type="checkbox"/> Student visa holder                                                                        | Date of arrival in Australia ____/____/____    Date enrolment approved to: ____/____/____<br>EQI receipt number: _____                 |
| <input type="checkbox"/> Temporary visa holder                                                                      | Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI |
| <input type="checkbox"/> Other, please specify _____                                                                |                                                                                                                                        |

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\* (continued)**

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

|                 |  |                                  |                |
|-----------------|--|----------------------------------|----------------|
| Passport number |  | Passport expiry date             | ____/____/____ |
| Visa number     |  | Visa expiry date (if applicable) | ____/____/____ |
| Visa sub class  |  |                                  |                |

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

|                                                                                  |                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where does the prospective student come from?                                    | <input type="checkbox"/> Queensland <input type="checkbox"/> Interstate <input type="checkbox"/> Overseas                                                                                                                                                                |
| Previous education/activity                                                      | <input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment<br><input type="checkbox"/> Part-time employment <input type="checkbox"/> Other |
| Please provide name and address of education provider/activity provider/employer |                                                                                                                                                                                                                                                                          |

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes ☐ No

If 'Yes', please nominate the religion:

| PROSPECTIVE STUDENT ADDRESS DETAILS*                                                  |  |       |  |          |
|---------------------------------------------------------------------------------------|--|-------|--|----------|
| Principal place of residence address                                                  |  |       |  |          |
| Address line 1                                                                        |  |       |  |          |
| Address line 2                                                                        |  |       |  |          |
| Suburb/town                                                                           |  | State |  | Postcode |
| Mailing address (if it is the same as principal place of residence, write 'AS ABOVE') |  |       |  |          |
| Address line 1                                                                        |  |       |  |          |
| Address line 2                                                                        |  |       |  |          |
| Suburb/town                                                                           |  | State |  | Postcode |
| Email                                                                                 |  |       |  |          |

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\*

|                                       | Emergency contact | Emergency contact |
|---------------------------------------|-------------------|-------------------|
| Name                                  |                   |                   |
| Relationship (e.g. aunt)              |                   |                   |
| 1 <sup>st</sup> phone contact number* | Work/home/mobile  | Work/home/mobile  |
| 2 <sup>nd</sup> phone contact number* | Work/home/mobile  | Work/home/mobile  |
| 3 <sup>rd</sup> phone contact number* | Work/home/mobile  | Work/home/mobile  |

**PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)\*****Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |                                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------|--|
| No known medical conditions                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>                                                                 |                                                          |  |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)                                                                                                                                                                                                                                                                                |                                                                                          |                                                          |  |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)                                                                                                                                                                                                                                                                                |                                                                                          |                                                          |  |
| Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)                                                                                                                                                                                                                                                                                |                                                                                          |                                                          |  |
| Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.                                                                                                                                                                                            | <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify                 |                                                          |  |
| Name of prospective student's medical practitioner (optional)                                                                                                                                                                                                                                                                                                                                                                     | Contact number of medical practitioner                                                   |                                                          |  |
| Medicare card number (optional)                                                                                                                                                                                                                                                                                                                                                                                                   | Position Number                                                                          |                                                          |  |
| Cardholder name (if not in name of prospective student)                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                                          |  |
| Private health insurance company name (if covered) (optional)                                                                                                                                                                                                                                                                                                                                                                     | Private health insurance membership number (leave blank if company name is not provided) |                                                          |  |
| I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above) |                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

|                                                                                                                       |                                                          |     |  |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----|--|
| Is the prospective student identified as residing in out-of-home care?                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |     |  |
| If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care. | Commencement date                                        | / / |  |
|                                                                                                                       | End date                                                 | / / |  |
| Contact details of the Child Safety Officer (if known)                                                                | Name                                                     |     |  |
|                                                                                                                       | Phone number                                             |     |  |

**COURT ORDERS\*** (continued)**Family Court Orders\***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**Other Court Orders\***

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

|           | Parent/carer 1 | Parent/carer 2 | Prospective student (if student is mature age or independent) |
|-----------|----------------|----------------|---------------------------------------------------------------|
| Signature |                |                |                                                               |
| Date      | / /            | / /            | / /                                                           |

**Office use only**

Enrolment decision

Has the prospective student been accepted for enrolment? ☐ Yes ☐ No (applicant advised in writing)

If no, indicate reason:

- ☐ Does not meet School EMP or Enrolment Eligibility Plan requirements  
☐ Prospective student is mature age and school is not a mature age state school  
☐ Does not meet Prep age eligibility requirement  
☐ Prospective student is subject to suspension from a state school at the time of enrolment application  
☐ Does not meet requirements for enrolment in a state special school  
☐ Does not have an approved flexible arrangement with the school  
☐ School does not offer year level prospective student is seeking to be enrolled in  
☐ Prospective student has no remaining semester allocation of state education

Date enrolment processed

/ /

Year level

Roll

Class

EQ ID

Independent student

☐ Yes ☐ No

Birth certificate/passport sighted, number recorded and DOB confirmed

☐ Yes ☐ No  
Number:

Is the prospective student over 18 years of age at the time of enrolment?

☐ Yes ☐ No

If yes, is the prospective student exempt from the mature age student process?

☐ Yes ☐ No

If no, has the prospective mature age student consented to a criminal history check?

☐ Yes ☐ No

School house/ team

EAL/D support

☐ Yes ☐ No☐ To be determined

FTE

Associated unit

Visa and associated documents sighted

☐ Yes ☐ No

EQI category

SV – student visa

TV – temporary visa

DS – dependent – parent on student visa

EX – exchange student

DE – distance education

**Parental occupation groups for use with parent/carer details****Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

**Group 2: Other business managers, arts/media/sportspeople and associate professionals**

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

**Group 3: Tradespeople, clerks and skilled office, sales and service staff**

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants:

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

**Group 8: Have not been in paid work in the last 12 months**

## State schools standardised medical condition category list

|                                                                      |
|----------------------------------------------------------------------|
| Acquired brain injury                                                |
| Allergies/Sensitivities                                              |
| Anaphylaxis                                                          |
| Airway/lung/breathing - Oxygen required (continuously/periodically)  |
| Airway/lung/breathing - Suctioning                                   |
| Airway/lung/breathing - Tracheostomy                                 |
| Airway/lung/breathing - Other                                        |
| Artificial feeding - Gastrostomy device (tube or button)             |
| Artificial feeding - Nasogastric tube                                |
| Artificial feeding - Jejunostomy tube                                |
| Artificial feeding - Other                                           |
| Asthma                                                               |
| Asthma – student self-administers medication                         |
| Attention-deficit /Hyperactivity disorder (ADHD)                     |
| Autism Spectrum Disorder (ASD)                                       |
| Bladder and bowel - Urinary wetting, incontinence                    |
| Bladder and bowel - Faecal soiling, constipation, incontinence       |
| Bladder and bowel - Catheterisation (continuous, clean intermittent) |
| Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair   |
| Bladder and bowel - Other                                            |
| Blood disorders - Haemophilia                                        |
| Blood disorders - Thalassemia                                        |
| Blood disorders - Other                                              |
| Cancer/oncology                                                      |
| Celiac disease                                                       |
| Cystic Fibrosis                                                      |
| Diabetes - type one                                                  |
| Diabetes - type two                                                  |
| Ear/hearing disorders - Otitis Media (middle ear infection)          |
| Ear/hearing disorders - Hearing loss                                 |
| Ear/hearing disorders - Other                                        |
| Epilepsy - Seizure                                                   |
| Eye/vision disorders                                                 |
| Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid          |
| Heart/cardiac conditions - Heart valve disorders                     |
| Heart/cardiac conditions - Heart genetic malformations               |
| Heart/cardiac conditions - other                                     |
| Mental Health - Depression                                           |
| Mental Health - Anxiety                                              |
| Mental Health - Oppositional defiant disorder                        |
| Mental Health - Other                                                |
| Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)   |
| Muscle/bone/musculoskeletal disorders - Other                        |
| Skin Disorders - eczema                                              |
| Skin Disorders - psoriasis                                           |
| Swallowing/dysphagia - requiring modified foods                      |
| Swallowing/dysphagia - requiring artificial feeding                  |
| Transfer & positioning difficulties                                  |
| Travel/motion sickness                                               |
| Other                                                                |

## Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Emerald State High School.

It is the responsibility of the student to follow the 3 P's:

- **Be Polite:** I will use appropriate language and behaviour with all people I meet and work with at school. I will treat all property properly.
- **Be Prepared:** I will wear the correct uniform and I will bring all necessary equipment to every class to ensure learning takes place. I will arrive at school and attend classes on time. I will be in the right place at the right time.
- **Participate:** I will apply myself to the best of my ability at all times and in all learning activities. I am here to learn. I will show a positive attitude towards all members of the school community.

#### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations as outlined in the Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g., dangerous items such as knives)
- meet homework requirements and wear school's uniform (if applicable)
- respect the school property
- Focus on delivering your best work, while fostering a space for others to do the same
- Ensure your actions maintain the safety of all others

#### ***Responsibility of parents/carers to:***

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents/carers
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- Treat all school staff respectfully at all times; abusive, threatening, or disrespectful conduct will not be tolerated
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details.

#### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents/carers of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents/carers to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with [departmental policy](#)
- treat students and parents/carers with respect.

# Enrolment Agreement

I acknowledge:

- That I have read and understood the responsibilities of the student, parents/carers and the school staff outlined above; and
- If I fail to meet these standards, I will accept and properly participate in the consequences outline for me; and
- That information about the school's current rules, policies, programs and services, as outline above have been provided to me through the enrolment interview, the Student Diary and policies which are available on the school website:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Student Code of Conduct (found on website) which includes: <ul style="list-style-type: none"> <li>▪ Personal Technology Devices</li> <li>▪ Bullying</li> <li>▪ Cyberbullying</li> <li>▪ Behaviour Flow Chart</li> <li>▪ Role &amp; Responsibilities in Behaviour Support</li> <li>▪ Dress Code/Uniform Policy</li> <li>▪ Attendance</li> </ul> </li> <li>• State School Consent Form (Enrolment Pack)</li> <li>• Complaints Management (Website)</li> <li>• Mobile Phone Policy (Diary)</li> </ul> | <ul style="list-style-type: none"> <li>• Plagiarism Policy (Diary)</li> <li>• Student Textbook &amp; Resource Hire Scheme (Enrolment Pack)</li> <li>• Emergency Evacuation Procedures (Diary)</li> <li>• Mobile Phone Policy (Diary)</li> <li>• Assessment Policy (Diary)</li> <li>• Homework Policy (Diary)</li> <li>• ICT Network Usage (Enrolment Pack)</li> <li>• Chaplaincy and Student Welfare Worker Services – Policy Statement (website)</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                            |                                                                                                                                  |                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <br><hr/> <p><b>Student Signature</b></p> | <br><hr/> <p><b>Parent/Carer Signature</b></p> | <br><hr/> <p><b>On behalf of<br/>Emerald State High School</b></p> |
| <hr/> <p><b>Date</b></p>                                                                                                   | <hr/> <p><b>Date</b></p>                                                                                                         | <hr/> <p><b>Date</b></p>                                                                                                                              |

## Banned Items

The following list of items gives a good indication of what is "banned from school", but the list is not exhaustive. If the following items or similar items are brought to school, and come to the attend of the school staff, they will be confiscated. If the item is not illegal or dangerous it will be returned to the student at the end of the school day, with the exception of mobile phones which must be collected be parents from the school office.

If student repeatedly bring banned items to school, they will be managed through the Student Code of Conduct. If the items are illegal or dangerous they will be referred to the Queensland Police Service and/or parents.

## LIST OF BANNED ITEMS

- Any weapons of any sort including knives or similar
- Alcohol, tobacco, drugs, any implement used to aid in the consumption of these (e.g lighters, e-cigarettes or similar)
- **MOBILE DEVICES: includes but is not limited to a mobile phone, smart technology (e.g smart watch), laptop, tablet, iPad, slate, games device, recording devices, cameras etc)**
- Any recording (photo, audio, graphic) devices
- Internet dongles and wifi output devices
- Software and gaming programs
- Any pornographic material
- Any 'novelty' games and toys (e.g lasers, smell bombs etc)
- Any computer games or consoles for playing them
- Aerosol cans
- Permanent markers
- Any accelerants
- Liquid paper or similar
- Chewing gum or similar
- Soft drinks
- McDonalds/Red Rooster and other fast foods
- Wireless headphones.

If you bring valuables to school, no liability will be accepted by the school in the event of loss, theft or damage. Consequences for possessing banned items may include suspension. For further information regarding healthy schools, please refer to <http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>, for further information regarding the legislation, please refer to <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducHenPrA06.pdf>

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E: [office@emeraldshs.eq.edu.au](mailto:office@emeraldshs.eq.edu.au) | W: [www.emeraldshs.eq.edu.au](http://www.emeraldshs.eq.edu.au)

22/10/2025

## **Introduction to the Online Services Consent Form for Emerald State High School (Year 10 - 12)**

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

### **About the online services**

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

#### *Student information*

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

#### *Student works*

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

#### *Parent information*

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

### **Purpose of the consent**

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

### **Voluntary consent provision**

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

### **Consent may be limited or withdrawn**

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

### **Duration of consent**

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

### **Who to contact**

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact **Cristal Dougan, (07) 4988 2222, [office@emeraldshs.eq.edu.au](mailto:office@emeraldshs.eq.edu.au)**.

## Online Services Consent Form

### Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department where authorised or required by law. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact your student's school in the first instance.

### This form is to be completed by:

- Parent/carer\*;
- Student over 18 years; or
- Student with independent status.

(\*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

### 1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

#### a) Full name of student

### 2. INFORMATION COVERED BY THIS CONSENT FORM

#### a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

**AND** the following school-based information (generally, non-identifying attributes\*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

\*In cases where registration and/or use requires a combination of school-based information (non-identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

#### b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the *additional consent requirements* on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

### 3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services

- For your child to use the online services in accordance with each service's *terms of use* and *privacy policy* (including service provider use of the information in accordance with their *terms of use* and *privacy policy*)
- For the school to:
  - administer and plan for the provision of appropriate education, training and support services to students,
  - assist the school and departmental staff to manage school operations and communicate with parents and students.

#### 4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

#### 5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to **give consent** or **not give consent** for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |          |                                            |                                                   |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|--------------------------------------------|---------------------------------------------------|
| Service name:                                                                        | <b>Quizlet</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Data hosting: | Offshore | <input type="checkbox"/><br>I give consent | <input type="checkbox"/><br>I do not give consent |
| Url:                                                                                 | <a href="https://quizlet.com">https://quizlet.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |          |                                            |                                                   |
| Purpose of use:                                                                      | Online learning tool that allows users to create quizzes flash cards and games.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |          |                                            |                                                   |
| Terms of use:                                                                        | <a href="https://quizlet.com/en-gb/tos">https://quizlet.com/en-gb/tos</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |          |                                            |                                                   |
| Privacy policy:                                                                      | <a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |          |                                            |                                                   |
| Additional consent is being sought for the following reasons:<br>(as per Section 2b) | <input type="checkbox"/> Student image, video, and/or recording are <b>NA</b><br><input type="checkbox"/> Student works are <b>NA</b> .<br><input type="checkbox"/> The following additional student personal information is disclosed: <b>NA</b><br><input checked="" type="checkbox"/> The following parent personal information is disclosed: <b>email address (if student under 13 years old)</b><br><input type="checkbox"/> Student information is able to be viewed by the public<br><input type="checkbox"/> Parent information is able to be viewed by the public<br><input type="checkbox"/> Other: <b>N/A</b>       |               |          |                                            |                                                   |
| Service name:                                                                        | <b>Soundtrap</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Data hosting: | Offshore | <input type="checkbox"/><br>I give consent | <input type="checkbox"/><br>I do not give consent |
| Url:                                                                                 | <a href="https://www.soundtrap.com/edu">https://www.soundtrap.com/edu</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |          |                                            |                                                   |
| Purpose of use:                                                                      | Sound recording service providing the latest curriculum in music, podcasts, language, literacy training and other sound recordings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |          |                                            |                                                   |
| Terms of use:                                                                        | <a href="https://www.soundtrap.com/legal/terms/world">https://www.soundtrap.com/legal/terms/world</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |          |                                            |                                                   |
| Privacy policy:                                                                      | <a href="https://www.soundtrap.com/legal/privacy/edu">https://www.soundtrap.com/legal/privacy/edu</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |          |                                            |                                                   |
| Additional consent is being sought for the following reasons:<br>(as per Section 2b) | <input checked="" type="checkbox"/> Student image, video, and/or recording are <b>Stored and published</b> .<br><input checked="" type="checkbox"/> Student works are <b>Stored and published</b> .<br><input type="checkbox"/> The following additional student personal information is disclosed: <b>NA</b><br><input type="checkbox"/> The following parent personal information is disclosed: <b>NA</b><br><input type="checkbox"/> Student information is able to be viewed by the public<br><input type="checkbox"/> Parent information is able to be viewed by the public<br><input type="checkbox"/> Other: <b>N/A</b> |               |          |                                            |                                                   |
| Service name:                                                                        | <b>ACER Online Assessment &amp; Reporting (OARS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Data hosting: | Onshore  | <input type="checkbox"/><br>I give consent | <input type="checkbox"/><br>I do not give consent |
| Url:                                                                                 | <a href="https://oars.acer.edu.au">https://oars.acer.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |          |                                            |                                                   |
| Purpose of use:                                                                      | Pat Testing in maths, reading, spelling, vocabulary, grammar and punctuation & science.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |          |                                            |                                                   |
| Terms of use:                                                                        | <a href="https://oars.acer.edu.au/terms-conditions">https://oars.acer.edu.au/terms-conditions</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |          |                                            |                                                   |
| Privacy policy:                                                                      | <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |          |                                            |                                                   |
| Service name:                                                                        | <b>My Future</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Data hosting: | Onshore  | <input type="checkbox"/><br>I give consent | <input type="checkbox"/><br>I do not give consent |
| Url:                                                                                 | <a href="https://myfuture.edu.au">https://myfuture.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |          |                                            |                                                   |
| Purpose of use:                                                                      | Supports students to make career decisions, plan career pathways and manage work transitions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |          |                                            |                                                   |
| Terms of use:                                                                        | <a href="https://myfuture.edu.au/footer/terms-of-use">https://myfuture.edu.au/footer/terms-of-use</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |          |                                            |                                                   |
| Privacy policy:                                                                      | <a href="https://myfuture.edu.au/footer/privacy-policy">https://myfuture.edu.au/footer/privacy-policy</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |          |                                            |                                                   |
| Service name:                                                                        | <b>Tinkercad (Autodesk)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Data hosting: | Offshore | <input type="checkbox"/><br>I give consent | <input type="checkbox"/><br>I do not give consent |
| Url:                                                                                 | <a href="https://www.tinkercad.com">https://www.tinkercad.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |               |          |                                            |                                                   |
| Purpose of use:                                                                      | 3D Printing, coding, scripting, programming, computer aided design                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |               |          |                                            |                                                   |
| Terms of use:                                                                        | <a href="https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad">https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad</a>                                                                                                                                                                                                                                                                                                                                            |               |          |                                            |                                                   |
|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |          |                                            |                                                   |



|                 |                                                                                                                                                                                                                                                                                                          |               |                         |                          |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|--------------------------|
| Privacy policy: | <a href="https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf">https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf</a>                                        |               |                         |                          |
| Service name:   | <b>Music EDU</b>                                                                                                                                                                                                                                                                                         | Data hosting: | Onshore                 |                          |
| Url:            | <a href="http://musicedu.com.au/programs/home/">http://musicedu.com.au/programs/home/</a>                                                                                                                                                                                                                |               |                         | <input type="checkbox"/> |
| Purpose of use: | Application suite for school students to learn music                                                                                                                                                                                                                                                     |               |                         | I give consent           |
| Terms of use:   | <a href="http://musicedu.com.au/programs/about-us/terms-and-conditions">http://musicedu.com.au/programs/about-us/terms-and-conditions</a>                                                                                                                                                                |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://musicedu.com.au/programs/about-us/musicedu-privacy">https://musicedu.com.au/programs/about-us/musicedu-privacy</a>                                                                                                                                                                      |               |                         | I do not give consent    |
| Service name:   | <b>Clickview</b>                                                                                                                                                                                                                                                                                         | Data hosting: | Onshore                 |                          |
| Url:            | <a href="https://www.clickview.com.au/">https://www.clickview.com.au/</a>                                                                                                                                                                                                                                |               |                         | <input type="checkbox"/> |
| Purpose of use: | Curates education videos from renowned content providers and free-to-air TV channels                                                                                                                                                                                                                     |               |                         | I give consent           |
| Terms of use:   | <a href="https://www.clickview.com.au/terms-and-conditions/">https://www.clickview.com.au/terms-and-conditions/</a>                                                                                                                                                                                      |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://www.clickview.com.au/privacy-policy/">https://www.clickview.com.au/privacy-policy/</a>                                                                                                                                                                                                  |               |                         | I do not give consent    |
| Service name:   | <b>OnGuard Safety &amp; Training</b>                                                                                                                                                                                                                                                                     | Data hosting: | Onshore                 |                          |
| Url:            | <a href="http://www.onguardsafety.com.au/">http://www.onguardsafety.com.au/</a>                                                                                                                                                                                                                          |               |                         | <input type="checkbox"/> |
| Purpose of use: | Provide Online Safety Training Resources                                                                                                                                                                                                                                                                 |               |                         | I give consent           |
| Terms of use:   | <a href="http://www.1300beonguard.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf#view=fit">http://www.1300beonguard.com/forms/OnGuard_Terms_of_Use_Licence_Agreement.pdf#view=fit</a>                                                                                                              |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="http://www.onguardsafety.com.au/privacy_policy.htm">http://www.onguardsafety.com.au/privacy_policy.htm</a>                                                                                                                                                                                      |               |                         | I do not give consent    |
| Service name:   | <b>JacPLUS</b>                                                                                                                                                                                                                                                                                           | Data hosting: | Offshore                |                          |
| Url:            | <a href="https://www.jacplus.com.au">https://www.jacplus.com.au</a>                                                                                                                                                                                                                                      |               |                         | <input type="checkbox"/> |
| Purpose of use: | Digital bookshelf for assessing Jacaranda digital resources including core curriculum titles.                                                                                                                                                                                                            |               |                         | I give consent           |
| Terms of use:   | <a href="https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp">https://www.jacplus.com.au/jsp/general-nav/terms/terms.jsp</a>                                                                                                                                                                      |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp">https://www.jacplus.com.au/jsp/general-nav/copyright/privacy_policy.jsp</a>                                                                                                                                            |               |                         | I do not give consent    |
| Service name:   | <b>Oxford Digital</b>                                                                                                                                                                                                                                                                                    | Data hosting: | Offshore                |                          |
| Url:            | <a href="http://www.oxforddigital.com.au">www.oxforddigital.com.au</a>                                                                                                                                                                                                                                   |               |                         | <input type="checkbox"/> |
| Purpose of use: | Offers digital learning for literature and mathematics books via eBooks, videos, quizzes                                                                                                                                                                                                                 |               |                         | I give consent           |
| Terms of use:   | <a href="http://www.oxforddigital.com.au/terms.html">www.oxforddigital.com.au/terms.html</a>                                                                                                                                                                                                             |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://global.oup.com/privacy?cc=au">https://global.oup.com/privacy?cc=au</a>                                                                                                                                                                                                                  |               |                         | I do not give consent    |
| Service name:   | <b>NelsonNET</b>                                                                                                                                                                                                                                                                                         | Data hosting: | Offshore                |                          |
| Url:            | <a href="https://www.nelsonnet.com.au/">https://www.nelsonnet.com.au/</a>                                                                                                                                                                                                                                |               |                         | <input type="checkbox"/> |
| Purpose of use: | Digital portal for Nelson Cengage Learning's teaching and learning resources.                                                                                                                                                                                                                            |               |                         | I give consent           |
| Terms of use:   | <a href="https://www.nelsonnet.com.au/legal/privacy">https://www.nelsonnet.com.au/legal/privacy</a>                                                                                                                                                                                                      |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://www.nelsonnet.com.au/legal/terms-and-conditions">https://www.nelsonnet.com.au/legal/terms-and-conditions</a>                                                                                                                                                                            |               |                         | I do not give consent    |
| Service name:   | <b>CambridgeGO</b>                                                                                                                                                                                                                                                                                       | Data hosting: | Offshore                |                          |
| Url:            | <a href="https://www.cambridge.edu.au/go/">https://www.cambridge.edu.au/go/</a>                                                                                                                                                                                                                          |               |                         | <input type="checkbox"/> |
| Purpose of use: | Provides curriculum-aligned resources across a range of subject areas.                                                                                                                                                                                                                                   |               |                         | I give consent           |
| Terms of use:   | <a href="https://www.cambridge.edu.au/go/terms/">https://www.cambridge.edu.au/go/terms/</a>                                                                                                                                                                                                              |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://www.cambridge.edu.au/go/privacy/">https://www.cambridge.edu.au/go/privacy/</a>                                                                                                                                                                                                          |               |                         | I do not give consent    |
| Service name:   | <b>Edrolo Standard Resource (Tutor on-demand)</b>                                                                                                                                                                                                                                                        | Data hosting: | Onshore                 |                          |
| Url:            | <a href="http://edrolo.com.au">http://edrolo.com.au</a>                                                                                                                                                                                                                                                  |               |                         | <input type="checkbox"/> |
| Purpose of use: | Curriculum aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics.                                                                                                                                                                    |               |                         | I give consent           |
| Terms of use:   | <a href="http://edrolo.com.au/terms/">http://edrolo.com.au/terms/</a>                                                                                                                                                                                                                                    |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://edrolo.com.au/privacy">https://edrolo.com.au/privacy</a>                                                                                                                                                                                                                                |               |                         | I do not give consent    |
| Service name:   | <b>Canva for Education</b>                                                                                                                                                                                                                                                                               | Data hosting: | Offshore                |                          |
| Url:            | <a href="http://www.canva.com/education/">www.canva.com/education/</a>                                                                                                                                                                                                                                   |               |                         | <input type="checkbox"/> |
| Purpose of use: | Creative design tools, graphic design, drawing, illustrating, image libraries, presentation tools, concept mapping, mind mapping, brainstorming                                                                                                                                                          |               |                         | I give consent           |
| Terms of use:   | <a href="https://about.canva.com/terms-of-use/">https://about.canva.com/terms-of-use/</a><br><a href="https://support.canva.com/account-basics/canva-for-education/canva-education-terms-conditions/">https://support.canva.com/account-basics/canva-for-education/canva-education-terms-conditions/</a> |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://about.canva.com/privacy-policy/">https://about.canva.com/privacy-policy/</a>                                                                                                                                                                                                            |               |                         | I do not give consent    |
| Service name:   | <b>Prezi EDU</b>                                                                                                                                                                                                                                                                                         | Data hosting: | Offshore                |                          |
| Url:            | <a href="http://www.prezi.com">www.prezi.com</a>                                                                                                                                                                                                                                                         |               |                         | <input type="checkbox"/> |
| Purpose of use: | Prezi is a cloud based presentation and collaboration tool                                                                                                                                                                                                                                               |               |                         | I give consent           |
| Terms of use:   | <a href="https://prezi.com/terms-of-use/">https://prezi.com/terms-of-use/</a>                                                                                                                                                                                                                            |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://prezi.com/privacy-policy/">https://prezi.com/privacy-policy/</a>                                                                                                                                                                                                                        |               |                         | I do not give consent    |
| Service name:   | <b>State Library of Queensland</b>                                                                                                                                                                                                                                                                       | Data hosting: | Onshore and/or Offshore |                          |
| Url:            | <a href="https://www.slq.qld.gov.au">https://www.slq.qld.gov.au</a>                                                                                                                                                                                                                                      |               |                         | <input type="checkbox"/> |
| Purpose of use: | Library Service which offers online access to ebooks, resources, journals, newspapers, manuscripts, movies and images.                                                                                                                                                                                   |               |                         | I give consent           |
| Terms of use:   | <a href="https://www.slq.qld.gov.au/services/membership">https://www.slq.qld.gov.au/services/membership</a>                                                                                                                                                                                              |               |                         | <input type="checkbox"/> |
| Privacy policy: | <a href="https://www.slq.qld.gov.au/privacy">https://www.slq.qld.gov.au/privacy</a>                                                                                                                                                                                                                      |               |                         | I do not give consent    |

**6. CONSENT AND AGREEMENT**

Person giving consent – I am (tick the applicable box):

- ☐ parent/carer of the person identified in Section 1
- ☐ the person identified in Section 1 (if student is over 18 years or has independent status)

*I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.*

Print name of student: \_\_\_\_\_

Print name of consentor: \_\_\_\_\_

Signature or mark of \_\_\_\_\_

consentor:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature or mark of student\*: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent*

**SPECIAL CIRCUMSTANCES**

The section below must be completed, if the form is:

- A) required to be read aloud (whether in English or in an alternative language or dialect) to the person giving consent and/or:
- B) when the person giving consent is an independent student under the age of 18.
- ➔ **WITNESS - for consent from an independent student or where the explanatory letter and the form were read**

*I have witnessed the signature or mark of an independent student, or the accurate reading of the explanatory letter and the Online Services Consent Form was completed in accordance with the instruction of the person giving consent. The person giving consent has had the opportunity to ask questions. I confirm that the person giving consent have given consent freely and I submit the person understood the implications.*

Print name of \_\_\_\_\_

witness: \_\_\_\_\_

Signature of \_\_\_\_\_

witness: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

➔ **Statement by the person taking consent – when it is read**

*I have accurately read aloud the explanatory letter and the Online Services Consent Form to the person giving consent, and to the best of my ability made sure that the person understands that the following will be done:*

- The identified information will be used in accordance with the Online Services Consent Form
- The school will cease using the information from the date that the school receives a written withdrawal of consent.

*I confirm that the person giving consent was given an opportunity to ask questions about the explanatory letter and Online Services Consent Form, and all questions asked by the person giving consent have been answered correctly and to the best of my ability. I confirm that the person giving consent has not been coerced into giving consent, and the consent has been given freely and voluntarily.*

*A copy of the explanatory letter has been provided to the person giving consent.*

Print name and role of person taking the consent: \_\_\_\_\_

Signature of person taking the consent: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

October 2025

## **Introduction to the State School Consent Form (attached) for Emerald State High School**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

## **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

### **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://emeraldshs.eq.edu.au/>
- Facebook: <https://www.facebook.com/emeraldshs>
- YouTube: [https://www.youtube.com/channel/UCQHMeIV9HpCoxgOpKDw5\\_YQ](https://www.youtube.com/channel/UCQHMeIV9HpCoxgOpKDw5_YQ)
- Instagram: <https://www.instagram.com/emeraldshs>
- Twitter: <https://twitter.com/EmeraldSHS>
- LinkedIn: Not Applicable to Emerald State High School
- Other: QSchool App, QParents App, Emerald State High School Careers Website: <https://www.emeraldshscareers.com.au>
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

### **Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

### **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact : Cristal Dougan  
Ph: (07) 4988 2222, email: [office@emeraldshs.eq.edu.au](mailto:office@emeraldshs.eq.edu.au).

Th office should be contacted if you have any questions regarding consent.



## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name .....

\* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: Duration of Enrolment.

### 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

### SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

#### ► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

#### ► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.



## Purpose Statement

Information and Communication Technology (ICT) is a vital tool in modern education. At Emerald State High School, ICT services, facilities and devices (both school-owned and personally owned) support student learning, inquiry, collaboration, and creativity. However, with access comes responsibility. This policy sets out expectations for acceptable, safe and ethical use of ICT in our school community.

This policy is underpinned by the Department of Education's Use of ICT Systems Procedure and Use of Mobile Devices Procedure.

## Scope

This policy applies to:

- All students enrolled at Emerald State High School
- Parents / guardians whose children use school ICT resources
- All staff (teaching and non-teaching) of Emerald State High School
- All devices: school-owned ICT equipment; personally owned devices used at school or accessing the school's / Department's network (BYOx)

## Authorisation & Controls

- The Principal retains the right to **restrict or revoke access** to the school's ICT services, facilities or devices if users breach policy requirements.
- The Department of Education monitors usage (e.g. email, internet) to protect system integrity and compliance with state policy.
- Security audits and scans may be conducted without prior notice.
- Devices or access may be denied if a device is suspected of compromising network security.

## Responsibilities

### Students (school-owned & BYOx devices)

Students must:

- Use ICT only for **legitimate educational purposes** as directed by teachers.
- Act in accordance with the Student Code of Conduct and this policy.
- Be aware of occupational health & safety (e.g. posture, breaks, ergonomics).
- Keep login IDs and passwords private; not share them with others.
- Not access another person's files, drives or email.
- Avoid revealing personal information (their own or others) via internet or email, unless for valid school purposes.
- Respect copyright; not copy or distribute software, media, data without appropriate permission.
- Report any cyberbullying, inappropriate content or security concerns to staff promptly.
- Comply with teacher directions regarding use of devices, social media, email, etc.
- Understand that the school is not responsible for information stored by students on school-owned devices.
- Accept that school may remotely access school-owned devices to manage, maintain, or investigate misuse.

### Personally Owned Devices (BYOx)

Students who bring their own devices must:

- Seek approval from the school (Principal or delegated ICT coordinator).
- Ensure the device meets minimum security requirements (e.g. passcode / password, face ID / fingerprint, up-to-date antivirus if applicable).
- Remove or disable any unlicensed, malicious or inappropriate software prior to bringing device to school.

- Understand that if the device is used inappropriately, it may be confiscated, and return may occur only under supervision or at the end of day.
- Accept responsibility for the security, maintenance, insurance and protection of their own device.
- Acknowledge that if access to the network is granted and breached, it may be revoked.

## Acceptable Use

While at school, students may, under teacher supervision, use devices for:

- Classwork and assessments
- Research, information access and data analysis
- Communication and collaboration for learning
- Creation and publication (multimedia, presentations) for school purposes
- Accessing e-learning platforms, online textbooks, educational apps, school email

They should:

- Be courteous and respectful in digital interactions
- Turn off or stow devices when not in use or when teacher asks
- Use personal devices only before/after school or during breaks (unless teacher-directed)
- Request permission if needing device use in special circumstances

## Unacceptable / Prohibited Use

Students must not:

- Use a device unlawfully (e.g. hacking, piracy)
- Download, send or display offensive, discriminatory, pornographic, or illegal content
- Use obscene or harassing language, threats, or engage in cyberbullying
- Deliberately waste school computing or printing resources
- Damage, alter or interfere with ICT equipment, network settings, anti-virus, or security protocols
- Ignore teacher instructions about device use
- Share private login credentials or use another's account
- Use inappropriately (e.g. in toilets, change rooms) or invade privacy by recording others without consent
- Use devices to cheat during assessments unless expressly permitted
- Use personal devices at exams or quizzes unless allowed
- Introduce viruses, malware or malicious software
- Distribute chain emails, spam or junk mail

## Student Access to Departmental ICT Services & Devices

- Students must comply with all behaviour expectations, whether using school or Departmental ICT resources (network, email, intranet).
- The school does not guarantee that student files stored on school devices or network drives will always be preserved — appropriate backups are student/parent responsibility.
- If a student misuses ICT, the school may limit or withdraw their access for a period, while still ensuring alternative means to continue their educational program (e.g. using standalone computer).
- The school will educate students on cyber safety, responsible use and digital citizenship.

## Community Access to ICT Facilities

- When external or community groups request use of school ICT resources, the school will assess capacity, risk, and alignment with core school functions.
- Community users must agree to abide by departmental and school ICT policies.
- Access will be formalised via written agreement.
- Safeguards (network isolation, account policies, usage limits) will be in place to protect school data and systems.

## Sign-Off & Acknowledgement

### Student Sign-off:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school, I will tell my teacher. If I receive any at home, I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules/the procedure/policy/statement/guideline.

|                 |      |           |      |
|-----------------|------|-----------|------|
| <b>Student:</b> |      |           |      |
|                 | Name | Signature | Date |

**Parent or Guardian Sign-off:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regard to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore, I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school is not responsible for safeguarding information stored by my child on a departmentally owned student computer or mobile device.

I understand that the school may remotely access the departmentally owned student computer or mobile device for management purposes.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.

I have read and understood this procedure/policy/statement/guideline and the Student Code of Conduct.

I agree to abide by the above rules / the procedure/policy/statement/guideline.

|         |      |           |      |
|---------|------|-----------|------|
| Parent: |      |           |      |
|         | Name | Signature | Date |

The Department of Education through its [Information privacy breach and privacy complaints](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy breach and privacy complaints](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school

| Student Details            |  |  |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|--|--|
| Student's FULL LEGAL NAME: |  |  |  |  |  |  |  |  |  |
| Date of Birth:             |  |  |  |  |  |  |  |  |  |
| Unique Student Identifier  |  |  |  |  |  |  |  |  |  |

You are advised and agree that you understand and consent to use of the personal information you provide about your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, we **Emerald State High School** can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI.

The USI is collected by the student identifiers registrar for the purpose of:

- processing an application for a USI
- verifying and providing a USI
- resolving problems with a USI and creating authenticated Vocational Education & Training (VET) transcripts.

A student's verified USI and final assessment outcomes may be disclosed to:

- a number of organisations, departments, regulators and other persons where it is reasonably necessary for the purposes of performing functions or exercising powers
- the Oversight Authority in instances pertaining to digital identity to enable them to perform their functions
- current and former registered education and training providers to:
- enable them to deliver VET and Higher Education courses
- meet their reporting obligations under the VET and Higher Education standards and government contracts
- assist in determining eligibility for training subsidies and higher education funding
- schools for the purposes of delivering VET courses to me and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of:
- creating authenticated VET transcripts
- resolving problems with USIs
- collecting, preparing and auditing national VET statistics
- researchers for education and training related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system and will not otherwise be disclosed without their consent unless authorised or required by or under law.

| Declaration                                                                                                                                                                                                                                                            |                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> I hereby give permission for Emerald State High School to use, and for the disclosure of, my personal information (which may include sensitive information) to verify, and my USI along with my final outcomes as indicated above. |                         |
| Student name                                                                                                                                                                                                                                                           | Parent/carer name       |
| Student Signature:                                                                                                                                                                                                                                                     | Parent/Carer Signature: |
| Date                                                                                                                                                                                                                                                                   | Date                    |

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-usi/> on a computer or mobile device.

Under the *Data Provision Requirement 2020*, **Emerald State High School** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Emerald State High School** for statistical, regulatory and research purposes. **Emerald State High School** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Organisation's conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- To produce statistics and research relating to education. This may involve combining your information with other sources of data to help policy makers and researchers gain a better understanding VET sector dynamics and performance, support critical policy and other decision making, and shed light on evolving VET sector priorities. This is known as data integration
- To understand how the VET market operates
- To invite you to participate in a survey.

Further to this, the National VET Data Policy authorises the NCVER to share personal information for:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- facilitating statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Student Declaration and Consent

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above:

|                   |                                                                                     |              |  |
|-------------------|-------------------------------------------------------------------------------------|--------------|--|
| <b>Name:</b>      |                                                                                     |              |  |
| <b>Signature:</b> |  | <b>Date:</b> |  |

## Parent/Guardian Signature:

|                   |                                                                                     |              |  |
|-------------------|-------------------------------------------------------------------------------------|--------------|--|
| <b>Signature:</b> |  | <b>Date:</b> |  |
|-------------------|-------------------------------------------------------------------------------------|--------------|--|

*\*Parental/Guardian consent is required for all students under the age of 18.*

## QParents Registration Request

QParents has been created by the Department of Education to provide parents of Queensland State School students with secure online access to their child's information. The portal allows you to securely access information about your child and to communicate directly with your child's school.

### Features of QParents:

- QParents provides secure, online access to student information such as:
  - Attendance details
  - Behaviour
  - Report cards and assessment
  - Timetables
  - Invoices
  - Payment history
  - Upcoming events
  - Student photo

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices. For more information please visit [www.qparents/qld.edu.au/#/about](http://www.qparents/qld.edu.au/#/about).

If you would like to register for QParents, please fill out the details below and returning them to the office as soon as possible to receive your invitation email.

When deciding who is the preferred QParents Account Owner (QPAO) **Please NOTE: The QPAO must be a parent or legal guardian and should also be the person that has financial responsibility for the student.**

### Please print details CLEARLY

|                        |                                                                                       |       |  |
|------------------------|---------------------------------------------------------------------------------------|-------|--|
| Students Name:         |                                                                                       | PC:   |  |
| Name of Parent (QPAO): |                                                                                       |       |  |
| QPAO's Email Address:  |                                                                                       |       |  |
| QPAO's Mobile Phone #: |                                                                                       |       |  |
| QPAO's Signature:      |  | Date: |  |

## 2026 INSTRUMENTAL MUSIC ENROLMENT FORM

Please only complete if you wish to be in this program

### STUDENTS WISHING TO LEARN AN INSTRUMENT

|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|-------|
| Name:                                                                                                                                                                                                                                                                                                                                                     |  | Year Level in 2026 |       |
| Previous School:                                                                                                                                                                                                                                                                                                                                          |  |                    |       |
| Have you had any previous music experience?                                                                                                                                                                                                                                                                                                               |  |                    |       |
|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
| Please indicate below your first (3) choices of instruments you wish to learn in 2026                                                                                                                                                                                                                                                                     |  |                    |       |
| 1.                                                                                                                                                                                                                                                                                                                                                        |  |                    |       |
| 2.                                                                                                                                                                                                                                                                                                                                                        |  |                    |       |
| 3.                                                                                                                                                                                                                                                                                                                                                        |  |                    |       |
|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
| <p>Please enrol my son/daughter in the Instrumental Music Program at Emerald State High School. I have read and understood the Music Handbook and agree to enrol my son/daughter for a period of one-year minimum. I also agree that my son/daughter will regularly attend rehearsals and performances as directed by the Instrumental Music Teacher.</p> |  |                    |       |
| Parent/Carer Signature:                                                                                                                                                                                                                                                                                                                                   |  |                    | Date: |

### STUDENTS ALREADY LEARNING AN INSTRUMENT AND WISH TO CONTINUE IN 2026

|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------|-------|
| Name:                                                                                                                                                                                                                                                                                                                                                     |  | Year Level in 2026 |       |
| Previous School:                                                                                                                                                                                                                                                                                                                                          |  |                    |       |
| Instrument/s played:                                                                                                                                                                                                                                                                                                                                      |  |                    |       |
| Band/Ensemble Experience:                                                                                                                                                                                                                                                                                                                                 |  |                    |       |
|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
| Do you own your own instrument?                                                                                                                                                                                                                                                                                                                           |  |                    |       |
| Will you require a loan instrument?                                                                                                                                                                                                                                                                                                                       |  |                    |       |
| Method Book in present use?                                                                                                                                                                                                                                                                                                                               |  |                    |       |
| Page number:                                                                                                                                                                                                                                                                                                                                              |  |                    |       |
|                                                                                                                                                                                                                                                                                                                                                           |  |                    |       |
| <p>Please enrol my son/daughter in the Instrumental Music program at Emerald State High School. I have read and understood the Music Handbook and agree to enrol my son/daughter for a period of one year minimum. I also agree that my son/daughter will regularly attend rehearsals and performances as directed by the Instrumental Music Teacher.</p> |  |                    |       |
| Parent/Carer Signature:                                                                                                                                                                                                                                                                                                                                   |  |                    | Date: |